



# DMV Guide

## for family members and friends of the recently deceased

Because we too have lost loved ones, DMV wants to make it as easy as possible for you to settle the vehicle and driver's license records of your family member or friend. In settling the deceased's DMV records, you will need to:

- ☐ Clear the driver's license or photo ID record
- ☐ Transfer vehicle registration(s)
- ☐ Transfer vehicle title(s)
- ☐ Cancel disabled placards or plates issued to the deceased

As an additional service, DMV will notify the State Board of Elections.

### Clear the driver's license or photo identification record.

This simple procedure removes the deceased's name from DMV's mailing list. By doing so, you can avoid future mailings and prevent others from possibly using the name for fraudulent purposes.

Bring the deceased's death certificate, driver's license or photo ID and any disabled placards or plates to any customer service center (CSC) where a DMV employee will complete the transaction while you wait. Because fewer customers visit our offices during the middle of the month, we suggest that you visit at that time.

If you cannot visit a CSC, you may send a certified or notarized copy of the death certificate, the deceased's driver's license or photo ID card and a letter explaining that you wish to clear the deceased driver's license or photo ID card record. Send your correspondence to: DMV Driver Licensing Division, P.O.Box 27412, Richmond, VA 23269.

### Transfer vehicle registration(s)

Upon the death of a registered motor vehicle owner, the vehicle registration and license plates remain valid until:

- the end of the current registration period; or
- the survivor of the vehicle owner transfers the title; or
- the executor or administrator transfers ownership of the vehicle.

If you inherit the vehicle and plan to register it in Virginia, you must complete Section C of the Vehicle Title Certificate, DMV form VSA-14, "Application for Registration," and pay a vehicle registration fee which is based on the weight of the vehicle.

### Cancel disabled placards and plates

DMV requests that relatives and friends of deceased individuals who held disabled parking placards or plates return the placards or plates to their local DMV customer service center. Relatives may exchange disabled plates for plates without disabled parking privileges at no fee. All unreturned placards become invalid 30 days following DMV's notification and cannot be used. If you are unable to locate the placard, a letter to DMV explaining loss of a placard will ensure that the assigned number is removed from the deceased's records. Placards may be returned by mail to: DMV Medical Review Services, P.O. Box 27412, Richmond, Virginia 23269-0001.

As you settle the estate of your family member or friend, you can feel confident knowing that DMV employees are ready to assist you. If you need further assistance, please contact a DMV customer service representative toll-free at 1-866-DMV-LINE (368-5463) or 1-800-435-5137. Or visit your local DMV customer service center. You may also contact DMV by fax at 804-367-6631, Internet at [www.dmvNOW.com](http://www.dmvNOW.com), TDD at 1-800-272-9268, and e-mail at [questions@dmv.state.va.us](mailto:questions@dmv.state.va.us).



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# Transferring Vehicle Ownership

There are several possible methods for transferring the ownership, or title(s), of the vehicle(s) registered in the name of the deceased. We've listed only the most common circumstances conducted at DMV.

## **Joint Owner with the Right of Survivorship:**

You are considered a joint owner with the right of survivorship if:

- your name is listed on the title as one of the vehicle owners and "or" appears between the names listed,
- the words "or survivor" appear after the names, or
- the words "Tenants by the Entireties" or "Tenants by the Entirety" appear after the names.

You may re-title the deceased's vehicle in your name by submitting to DMV:

- Proof of identity
- Certified or notarized death certificate
- Vehicle title
- Payment of appropriate fees

DMV will issue a new title and registration in your name.

## **Not a Joint Owner or a Joint Owner Without the Right of Survivorship:**

You are not a joint owner if:

- your name does not appear on the title

You are a joint owner without the right of survivorship if your name is listed on the title as one of the vehicle owners and:

- the word "and" appears between the names listed, or
- the words "or survivor" do not appear after the names, or
- the words "Tenants by the Entireties" or "Tenants by the Entirety" do not appear after the names.

### **— Executor or Administrator Will Not Be Appointed:**

If the vehicle is transferred to you as the spouse or heir, or under the will, you will not be required to pay sales and use tax.

If you inherit the vehicle, bring the following to DMV:

- Proof of identity
- Certified or notarized death certificate
- Vehicle title
- Notarized copy of the will OR completed "Statement of Authority to Assign Title" (VSA-24)
- Payment of appropriate fees

### **— Executor or Administrator of the Estate Has Been Appointed:**

The executor or administrator must provide:

- Proof of identity
- Certified or notarized death certificate
- Vehicle title
- Court-issued document or will appointing the executor or administrator
- Payment of appropriate fees



\* Executors and administrators are usually named in a will. However, if no will exists, the court, under certain circumstances, will appoint an executor or administrator.

\*\* If a bank holds the title to the deceased's vehicle, the co-owner of the vehicle is obligated to pay the balance of the loan. If a bank holds the title of the vehicle and there is no co-owner, the executor or administrator of the estate is responsible for satisfying any liens. If you are the co-owner of the deceased's vehicle and cannot find the title, you may obtain a replacement title from DMV for the appropriate fee.